

Routine Application Process Flow Sheet

This document is a summary of how the Routine Application Process unfolds at each step highlighting the roles and responsibilities of the Ministry and the Applicant.

INTAKE PHASE			
Step	Activity	Responsibility	Summary of actions
Step 1	Submit a Preliminary Application form for a new or amended authorization	Applicant	<ul style="list-style-type: none"> Reviews Ministry of Environment process/guidance documents on ministry website. Submits preliminary application form and supporting documents via email to the Ministry of Environment (Victoria Permit Administration). Submits application fee in accordance with the Permit Fees Regulation.
Step 2	Screen submitted Preliminary Application form	Ministry of Environment	<ul style="list-style-type: none"> Ensures preliminary application form is complete and confirms consent to publicly post all submitted materials. Enters information into the Authorization Management System. Provides tracking number to the Applicant. Application is routed to an Environmental Protection Officer to initiate the Preliminary Application Phase.
PRELIMINARY APPLICATION PHASE			
Step 3	Initiate Phase	Ministry of Environment	<ul style="list-style-type: none"> Reviews Preliminary Application information. Contacts the applicant to arrange the Preliminary Application Meeting.
Step 4	Preliminary Application Meeting	Ministry of Environment & Applicant	<ul style="list-style-type: none"> Meet to review of scope and detail of the preliminary application document(s). Review the Information Requirements Table. Discuss circulation, posting and publishing requirements.
Step 5	Application Instruction Document (AID)	Ministry of Environment	<ul style="list-style-type: none"> Issues the Application Instruction Document based on what was discussed in the Preliminary Application meeting.

Step 6	Conduct work needed to produce a Final Application	Applicant	<ul style="list-style-type: none"> Using the Application Instruction Document as a guide, drafts the support documents that are necessary. Conducts work necessary to complete the components of the Technical Assessment Report (includes environmental impact assessment work). Prepares a draft Final Application form and draft Technical Assessment Report.
Step 7	Conduct Consultation	Applicant	<ul style="list-style-type: none"> Posts Environmental Protection Notice. Publishes the Environmental Protection Notice in newspapers and the BC Gazette in accordance with the Public Notification Regulation. Circulates a draft Final Application package and Environmental Protection Notice to First Nations and agencies. Makes draft Technical Assessment Report available to agencies, First Nations and the public. Engages with First Nations and the public according to the consultation plan, and responds to information requests and public, First Nations and agency comments. <p><i>Note: Significant changes to the application may require repeated notification and publishing and/or consultation.</i></p>
Step 8	Prepare and submit Final Application	Applicant	<ul style="list-style-type: none"> Prepares consultation report. Prepares final application form. Prepares final technical assessment report. Submits all information outlined in the AID to the Ministry of Environment.
SCREENING PHASE			
Step 9	Screen for Completeness	Ministry of Environment	<ul style="list-style-type: none"> Ensures final application form is complete. Ensures requirements specified in the Application Instruction Document are provided. Requests more information if necessary.

REVIEW & DECISION PHASE

Step 10	Review the application package	Ministry of Environment	<ul style="list-style-type: none"> Reviews application form, technical assessment report and consultation report.
Step 11	Confirm/conduct consultation with First Nations	Ministry of Environment	<ul style="list-style-type: none"> Conducts First Nations consultation as per the obligations of the crown (this step is made easier if Step 7 is done well).
Step 12	Draft the decision	Ministry of Environment	<ul style="list-style-type: none"> If the application is considered acceptable, prepares draft decision for applicant's review.
Step 13	Review of draft decision	Applicant	<ul style="list-style-type: none"> Reviews draft decision. Provides comment to Ministry of Environment.
Step 14	Decision	Ministry of Environment	<ul style="list-style-type: none"> Ministry of Environment staff provide recommendations for Director's decision. Ministry of Environment Director makes a decision on the application.
Step 15	Final Communication	Ministry of Environment	<ul style="list-style-type: none"> Communicates results of the decision to the applicant, and other parties if necessary.